

CSAC Minutes

9/20/00 – HC37 – 10:00

In Attendance: Kathleen Ashley, Buffy Bagwell, Sandra Booth, Cindy Branton, Meg Coxie, Steve Elliott, Cathy Foister, Elise Henshaw, Mike Honeycutt, Steve Honeycutt, Andrea Jackson, Marilyn Lonon, Pat McClellan, Maggie Smith, Richard White, Deirdre Wiggins, Carolyn Williams, Nancy Williams, Diane Williamson

Absent: James Johnson, Annis Lytle

Visitors: Charles Shivers

New Human Resource Director

CSAC welcomed the new Human Resources director, Buffy Bagwell. Questions and comments to Buffy:

- Status of in-range – Buffy is checking.
- Professionalism of Human Resources stressed with reports of voice mailboxes being full, phone calls unanswered, and email not being answered in a timely fashion.
- Status of leave slips – Buffy said May was last month leave slips were sent. Should be sent to campus soon. Buffy briefed committee on how leave was handled at AB Tech with leave turned in to Human Resources by the 3rd working day of the month and leave reports returned to employees by the 15th.
- Staff Advocacy – Human Resources needs to be comfortable with the people at state personnel and look for ways to promote staff issues. Several members felt having Human Resources report directly to the chancellor would facilitate being an advocate for the staff.
- Upgrades – some members feel Human Resources could do more in expediting employee upgrades with the impression from some members being upgrades took many months or years to complete.
- Exit Interviews – when an employee leaves UNCA, is an exit interview given? Who sees the exit interview?
- Buffy's Remarks – looked forward to working with CSAC but explained the turn-over in HR would make progress slow until key positions were filled. Suggested CSAC form a sub-committee to deal with Human Resources. Buffy continued by explaining AB Tech used the concept of "organizational development" to help decide who received upgrades and where funding should go. Hopes to see a similar system adopted by UNCA.

Administrative Office Survey

UPC asked for comments. Several members thought the survey was useful but did not occur frequently enough. Automating the survey was discussed and Institutional Research was encouraged to investigate the possibility. Other members thought names should be listed with the departmental names to improve responses and the overall design should be visited frequently to insure it provides the feedback needed by the administrative offices. While understanding the sensitive nature of the information in the report, CSAC encourages someone in administration to carefully review all the comments to look for positive and negative trends in each department.

- Minutes – 8/23/00 minutes were approved.

- Adjourned at 11:45.